

**CONNECTICUT DEPARTMENT OF TRANSPORTATION**



JOB OPPORTUNITY – Open to the Public

**Transportation Maintenance Administrator**  
**(Min. Salary - \$111,992 annually)**

The Connecticut Department of Transportation (DOT), headquartered in Newington, CT, has an opportunity for a ***Transportation Maintenance Administrator***.

The DOT has an immediate need for a highly motivated candidate to manage the highway operations of this complex multi-modal transportation agency.

This position will be a key strategic planning advisor to the Commissioner of the Department.

The Administrator is a position critical to supporting the maintenance forces in order to achieve continuous improvement of maintenance operations and major event response, and implementation of new technology and best practices.

Successful candidates must demonstrate a record of implementing organizational improvements;

-the ability to develop efficient, customer service oriented processes for effective program delivery;

-present highly effective communication skills and the ability to make decisions that will lead to the success of the mission of the agency;

-the ability to manage and work with a diverse workforce and customer base;

-the ability to prioritize and execute high volumes of tasks and work;

-and knowledge of the laws and regulations that govern State management activities.

Primary responsibilities include all highway operations functions including:

- maintenance of roadways (to include Interstate highways) and bridges,
- snow and ice removal,
- repair, emergency management,
- tree management,
- signs and markings,
- highway illumination,
- permitting associated with the State of Connecticut's transportation system,
- employee relations,
- budget management,
- staff development at all levels of the maintenance group and,
- safety of operations, employees and the public.

The State of Connecticut offers excellent benefits including Extensive Health and Dental coverage, Disability and Life Insurance, generous Time Off package, Retirement Benefits, Family Leave, DCAP, Deferred Compensation, and Education and Development Programs.

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Interested candidates must apply for and pass a merit system examination administered by the Department of Administrative Services (DAS) that has been announced by DAS with a closing date of May 20, 2013.

The Exam Announcement for this position can be accessed on the DAS website  
<http://das.ct.gov/fp1.aspx?page=53>

Applications for the examination must be sent directly to the Department of Administrative Services, as indicated in the Exam Announcement, and not to the Department of Transportation.

**Minimum Qualification Required**  
**Knowledge, Skill and Ability:**

Considerable knowledge of the principle and technique of highway maintenance, considerable knowledge of an ability to apply management principles and techniques, considerable knowledge or and ability to apply relevant State and Federal regulations; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to manage and coordinate the activities of technical maintenance operation.

**General Experience:**

Eleven (11) years of professional experience in the administration of large scale transportation maintenance or highway operations programs and activities:

- highway (to include Interstate highways) or bridge maintenance,
- maintenance planning,
- transportation special services (oversight of utility and construction permits, traffic, drainage and accident claims investigations, and development of transportation policies and procedures),
- or transportation engineering project management.

**Special Experience:**

Three (3) years of experience in a managerial capacity in:

- highway (to include Interstate highways) or
- bridge maintenance, transportation maintenance planning, or
- transportation special services (oversight of utility and construction permits, traffic, drainage and/or accident claims investigations).

Managerial capacity is defined as full time managerial responsibility for major programs including supervisory responsibilities, but the emphasis should be management activities:

- planning,
- organizing,
- directing and controlling resources of a major subdivision at an agency or organization,
- staff development
- safety
- development of policies and procedures and staff training programs

Candidates may refer to the DAS website at <http://www.das.state.ct.us/HR/JobspecNew/JobDetail.asp?FCC=6150> for the complete job specification requirements for this position.

**An Affirmative Action/Equal Opportunity Employer**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.